

Agenda

VAULT COPY

City of Brookings Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings Oregon
January 26, 2004 7:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Ceremonies/Appointments/Announcements
 - A. Appointments
 - 1. Parks and Recreation Commission Positions # 2 and 4 [page 5]
 - 2. Budget Committee Positions #1, 2 and 3 [page 15]
 - B. Announcements
- V. Scheduled Public Appearances
 - A. Terry Harbour, ODOT—Special Transportation Area [page 27]
- VI. Oral Requests and Communications from the Audience
 - A. Committee and Liaison
 - 1. Planning Commission Annual Report—2003 Chair Randy Gorman [page 39]
 - 2. Chamber of Commerce
 - 3. Council Liaison
 - B. Unscheduled
- VII. Staff Reports
 - A. City Manager
 - 1. Mid-year 2003-2004 Council Goals Progress Report [page 41]
 - 2. Other
- VIII. Consent Calendar
 - A. Approval of Council Meeting Minutes
 - 1. Minutes of January 12, 2004, regular Council meeting [page 45]
 - B. Acceptance of Planning Commission Minutes
 - 1. Minutes of December 2, 2003, regular Commission meeting [page 51]

(End Consent Calendar)
- IX. Remarks from Mayor and Councilors
 - A. Council
 - B. Mayor
- X. Adjournment

City of Brookings
Events Calendar

January 2004

January 2004							February 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				January 1, 2004 City Hall CLOSED - New Years Day Holiday 8:15am CC-CmtyDevDpt Staff mtg/LLightle 7:00pm CC- Sheriff's Search & Rescue mtg-Steve Carpertner-Laurie Calef-469-0275		
	4 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	5 9:00am CC-Legislative Update class for SouthCoast Agencies-Marvin Parker 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Planning Commssn	6 12:00pm Comnity Agencies mtg (Chetco Sr.Center) 2:30pm CC-SafetyComMtg/ Kathy Dunn 7:00pm FH-PoliceReserves	8 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crm Stoppers 7:00pm CC-Downtown Development committee mtg-7 to 10 pm	9	10
11 10:00am CC-SDC consultant meeting-Paul 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	12	13 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	14	15 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 2:00pm CC-CEP (Citizens for Emergency Preparedness): MArrell-469-5731, JRupert-469-78783	16	17
18 8:00am CITY OFFICES CLOSED - Martin Luther King Day Holiday (City Hall) 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen Degenais 7:00pm FH-FireTng/ChShrp (Fire Hall)	19 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 11:00am FH-Suburban Rural Fire Department-Bob Fitton-412-1452 7:00pm CC-Planning Commission Work Session-Final Map signing	20 9:00am CC-Clay Crow & Associates-Ed Wait	21 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 3:30pm CC- AMF board meeting 7:00pm CC-Parks & Rec Comm/ LBlodgett	22	23	24
25	26 9:00am CC-Municipal Court/ JdgHarper 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	27 Business Outlook Conference-Elks Lod 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	28 CC-Elections Drop off box-Connie 247-3297	29 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray	30	31 9:00am -Council Goals 2004-2005 setting session-Brookings Inn Conf Center

CC-Council Chambers
FH-Fire Hall

City of Brookings
Events Calendar

February 2004

February 2004							March 2004						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	7	1	2	3	4	5	6
8	9	10	11	12	13	14	8	2	3	4	5	6	7
15	16	17	18	19	20	21	15	9	10	11	12	13	14
22	23	24	25	26	27	28	22	16	17	18	19	20	21
29							29	23	24	25	26	27	28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 1	February 2	February 3	February 4	February 5	February 6	February 7
9:00am CC-election drop off box-Combie-247-3297 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTrng/CnShip (Fire Hall)	7:00am CC-Election drop off box-Combie-247-3297 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commission	12:00pm Community Agencies mtg (Chico St. Center) 2:30pm CC-SafetyComitng/ Kathy Dunn 7:00pm FH-PoliceReserves	8:15am CC-CmtyDev/Dpt Staff mtg/LLightle 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/Lauralee Gray 7:00pm CC- Sheriff's Search & Rescue mtg-Steve Carpetter-Laurie Calef-469-0275	8:15am CC-CmtyDev/Dpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/Lauralee Gray 7:00pm CC-Downtown Development committee mtg-7 to 10 pm	7:00pm FH-firefighter event-Paul Walker-412-8907	
8 7:00pm FH-FireTrng/CnShip (Fire Hall) 7:00pm CC-Council Mtg	9 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	10	11	12	13	14
15 CITY OFFICES CLOSED-President's Da 9:30am CC-VIPS/Volunteers in Police Service-BPalticki 6:00pm CC-American Red Cross Mtg/Karen Degenais 7:00pm FH-FireTrng/CnShip (Fire Hall)	16 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	17	18	19	20	21
22 9:00am CC-Municipal Courty JdgHarper 7:00pm FH-FireTrng/CnShip (Fire Hall) 7:00pm CC-Council Mtg	23 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	24	25	26	27	28
29						

CC-Council Chambers
FH-Fire Hall



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail – city@brookings.or.us

898 Elk Drive ♦ Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: DAVID GORDON Date: 12/15/03

Physical Address: 434 PINE STREET, BROOKINGS 97415

Mailing Address: _____ Phone: 407-029

Email Address: daug@nwtel.com

This is my application to serve on the following board or committee. **Check one or more:**

☐ City Council (4 year term, appointed by Council)

☐ Planning Commission (4 year term, appointed by Council)

☒ Parks and Recreation Commission..... (4 year term, appointed by Council)

☐ Systems Development Charge Review Board..... (4 year term, appointed by Council)

☐ Budget Committee..... (3 year term, appointed by Council)

☐ Other (Please list): _____

1. Resident of City of Brookings since: Month: 7 Year: 2002

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) I believe that outdoor

facilities and activities are critical to
a healthy community.

(Continued on back)

2. Continued: _____

3. Biographical Sketch: (Education, employment, volunteer activities, etc.) (Attach additional sheets if needed.)

College, 30 years sales + operation
management in high tech industry, Director
of Chamber of Commerce Brookings,
Member ELKS Club, SAT on Parks + Rec.
Commission past 3 months, VP of BNVA.

4. Please list no less than three references:

	NAME:	ADDRESS:	PHONE:
A.	Jess Cohen		469-3181
B.	Rene Escobar		469-6383
C.	Pat Salveria		469-7584

David G. [Signature]
Signature—My signature confirms my knowledge
this document will be presented to the City Council
and news media and become public information.

12/10/03
Date

1. I intend to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

as Parks + Recreation Commissioner

2. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
3. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.
4. I agree that such volunteer services will be donated to the City at times other than my regular work hours.
5. I release the City from all matters relating to voluntary service by the undersigned, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from this voluntary service.
6. I release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of voluntary services set forth above.

Signed voluntarily in the presence of the witnesses whose signatures are shown below mine.

David Gordon

12/15/03

Date

Witness

Date

Witness

Date



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail – city@brookings.or.us

898 Elk Drive ♦ Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: Tony Purrik Date: Jan 20 04

Physical Address: 437 Redwood St.

Mailing Address: Same Phone: 469-0551

Email Address: _____

This is my application to serve on the following board or committee. Check one or more:

☐ City Council (4 year term, appointed by Council)

☐ Planning Commission (4 year term, appointed by Council)

☒ Parks and Recreation Commission..... (4 year term, appointed by Council)

☐ Systems Development Charge Review Board..... (4 year term, appointed by Council)

☐ Budget Committee..... (3 year term, appointed by Council)

☐ Other (Please list): _____

1. Resident of City of Brookings since: Month: Jan Year: 90

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) Served only 2 years on Commission.

(Continued on back)

2. Continued:

3. **Biographical Sketch:** (Education, employment, volunteer activities, etc.) (Attach additional sheets if needed.)

4. Please list no less than three references:

NAME:

ADDRESS:

PHONE:

A. _____

B. _____

C. _____

Signature—My signature confirms my knowledge this document will be presented to the City Council and news media and become public information.

Date _____

April M. Gothard
314 S. Hazel St.
Brookings, Oregon 97415
541-469-9498

January 15, 2004

To Whom It May Concern:

I am submitting my application for a volunteer position with either the Planning Commission or the Parks and Recreation Commission. My interest in public service was peaked by my US Government teacher in high school. I have always felt that I should be involved and try to do something to help my community.

I have been a member of this community for almost 10 years now. I served as a committee person for the Curry County Republicans for some time, and I feel this gave me an insight into issues locally. I feel that there are not many people who chose to volunteer in our community. I would like to do my part to help in making decisions, which affect our city and preserve the unique qualities that make Brookings a great place to live.

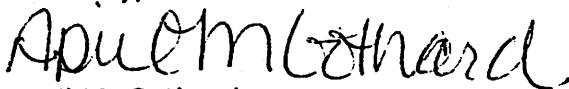
I understand, however, that our city is going to grow. We will need to think about expansion and increasing services. We need to look for ways to utilize recreation and entertainment to keep our children focused on growing up with positive influences.

This fall I started the "Leadership Brookings-Harbor" class with SWOCC. This class has been informative and helped bring me to the decision to submit this application. I have learned so much about our local government and services. I have been able to meet and speak with council members and city officials. I feel that I understand their goals and can work with them to achieve these goals. I look forward to continuing with this program and continuing to learn more.

I would look forward to the challenge of working with a team to find solutions to tough issues. I believe that I can be open-minded and look at all sides of an issue before making a decision.

I thank you for your consideration and look forward to hearing from you with regard to my application.

Sincerely,


April M. Gothard



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail – city@brookings.or.us

898 Elk Drive ♦ Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: April M. Brothard Date: 1.14.04
Physical Address: 314 S. Hazel St. Brookings, 97415
Mailing Address: _____ Phone: 541.469.9498
Email Address: chdapr1@gb.wave.net

This is my application to serve on the following board or committee. Check one or more:

- ☒ City Council (4 year term, appointed by Council)
☒ Planning Commission (4 year term, appointed by Council)
☒ Parks and Recreation Commission..... (4 year term, appointed by Council)
☐ Systems Development Charge Review Board..... (4 year term, appointed by Council)
☐ Budget Committee..... (3 year term, appointed by Council)
☐ Other (Please list): _____

1. Resident of City of Brookings since: Month: 06 Year: 1994
2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) _____

I care about our city, about growth and about
preserving the best that our community has to
(Continued on back)

2. Continued: offer. I see the potential of growth
here and would like to be a part of facing
the challenges to come. I manage a busy
medical center, I have children in
elementary & high school. I teach Sunday school

3. Biographical Sketch: (Education, employment, volunteer activities, etc.) (Attach additional sheets if needed.)

I volunteer with the Curry County
Republican Central Committee for
about 5 years actively and more
recently as needed.

I am currently enrolled in the
"Leadership Brooking Harbor" Class through
SWCC.

I have taken several courses on manag-
ment, handling difficult people, Managing
conflict & effective communicating.

4. Please list no less than three references:

NAME:

ADDRESS:

PHONE:

A. Marce Knight 1900 Woodland Dr. 541-267-5151

B. Jim Collis 17346 Holmes Dr. 541-469-3678

C. Marge Bernick 412 Alder St 541-469-5377

Spencer M. Gothard

1-14-04

Signature—My signature confirms my knowledge
this document will be presented to the City Council
and news media and become public information.

Date

1. I intend to donate voluntary services for the City of Brookings (hereinafter "City") as follows:
~~Serving on an appropriate commission or council as needed to fulfill the duties of that seat. In the best interest of the city & the residents thereof.~~
2. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
3. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.
4. I agree that such volunteer services will be donated to the City at times other than my regular work hours.
5. I release the City from all matters relating to voluntary service by the undersigned, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from this voluntary service.
6. I release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of voluntary services set forth above.

Signed voluntarily in the presence of the witnesses whose signatures are shown below mine.

April M. Othard 1-14-04
Date

Kathy G. 1/14/04
Witness Date

Kymberlee Frame 1-14-04
Witness Date



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail – city@brookings.or.us

898 Elk Drive ♦ Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: JOHN M. JOHNSON Date: 1/9/2004

Physical Address: 632 HASSETT ST. BROOKINGS 97415

Mailing Address: P.O. Box 2035 HARBOR Phone: 541-412-8022

Email Address: streetdog1@charter.net

This is my application to serve on the following board or committee. Check one or more:

☐ City Council (4 year term, appointed by Council)

☐ Planning Commission (4 year term, appointed by Council)

☐ Parks and Recreation Commission (4 year term, appointed by Council)

☐ Systems Development Charge Review Board (4 year term, appointed by Council)

☒ Budget Committee (3 year term, appointed by Council)

☐ Other (Please list): _____

1. Resident of City of Brookings since: Month: 10 Year: 2002

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) I WISH TO CONTINUE TO

SERVE ON THE BUDGET COMMITTEE. SINCE
BEING APPOINTED IN APRIL, 2003, I HAVE

(Continued on back)

2. Continued: BEN PART OF THE BUDGET PREPARATION
PROCESS. I HAVE WATCHED AND LEARNED THE
"INS" AND "OUTS" OF THE BUDGET PROCESS AND
CITY GOVERNMENT IN GENERAL. IT IS AN HONOR
TO BE A VOLUNTEER ON THE BUDGET COMMITTEE.

3. Biographical Sketch: (Education, employment, volunteer activities, etc.) (Attach additional sheets if needed.)

EDUCATION: BA-POLITICAL SCIENCE, CAL-STATE
UNIV. AT NORTH RIDGE, 1969. POST GRADUATE
WORK IN PUBLIC ADMINISTRATION, CRIMINOLOGY AND
POLICE SCIENCE.

EMPLOYMENT: RETIRED POLICE OFFICER, DEPUTY SHERIFF
AND INVESTIGATOR WITH ORANGE COUNTY, CA SHERIFF'S
DEPT. (13yrs). INVESTIGATOR WITH ORANGE COUNTY
DISTRICT ATTORNEY'S OFFICE (16yrs). PART-TIME
COMMUNITY COLLEGE INSTRUCTOR-SANTA ANA COLL. (20yrs).

VOLUNTEER ACTIVITIES: BOARD OF DIRECTORS, ORANGE COUNTY
PEACE OFFICERS ASSN. (10yrs) CITY OF BECKING'S BUDGET COMMITTEE.

4. Please list no less than three references:

NAME:

ADDRESS:

PHONE:

A. CLARENCE BRANSCOMB 830 CAMEO CRT. BECKING 541-412-0705

B. GARY WIMBALLY P.O. BOX 329 BECKING 541-469-2649

C. RICHARD MCCREX 287 MARINE DR. BECKING 541-412-0903

John M. Johnson

Signature—My signature confirms my knowledge
this document will be presented to the City Council
and news media and become public information.

1/9/2004
Date

1. I intend to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

BUDGET COMMITTEE.

OTHER ASSIGNMENTS/REQUESTS AS NEEDED.

2. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
3. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.
4. I agree that such volunteer services will be donated to the City at times other than my regular work hours.
5. I release the City from all matters relating to voluntary service by the undersigned, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from this voluntary service.
6. I release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of voluntary services set forth above.

Signed voluntarily in the presence of the witnesses whose signatures are shown below mine.

John M. Johnson 1/9/2004
Date

John D. Johnson 1-09-2004
Witness Date

Carolea Johnson 1-9-04
Witness Date



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail – city@brookings.or.us

898 Elk Drive ♦ Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: HAROLD E. THIESEN

Date: JANUARY 14, 2004

Physical Address: 1223 - BARCLAY LANE, BROOKINGS, OREGON 97415

Mailing Address: P. O. BOX 4183, BROOKINGS, OREGON. 97415 Phone: (541) 469-5565

Email Address: NONE

This is my application to serve on the following board or committee. **Check one or more:**

- ☐ City Council (4 year term, appointed by Council)
- ☐ Planning Commission (4 year term, appointed by Council)
- ☐ Parks and Recreation Commission..... (4 year term, appointed by Council)
- ☐ Systems Development Charge Review Board..... (4 year term, appointed by Council)
- ☒ Budget Committee..... (3 year term, appointed by Council)
- ☐ Other (Please list): _____

1. Resident of City of Brookings since: Month: _____ Year: 1972

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) I have served on this committee for many years.

I have also Chaired and Vice Chaired this committee. I understand the

Budgeting process. I have put the School District 17C Budget together

(Continued on back)

in past years.

2. Continued: I assisted the Deputy Clerk of School District 17C with Budget

Planning and Preparation during my many years of employment as

Purchasing Agent for District 17C.

3. Biographical Sketch: (Education, employment, volunteer activities, etc.) (Attach additional sheets if needed.)

Birth and schooling in Southern California.

High School - Southern California - R O T C

WWII United States Coast Guard - Honorable Discharge

Office Equipment - Sales

Office Equipment - Branch Mgr. Offices in Salem and Eugene, Oregon - Retired

Moved to Brookings, Oregon and later re-entered the working world as

Purchasing Agent for School District 17C.

Retired permanently except for Civic Activities

4. Please list no less than three references:

NAME:

ADDRESS:

PHONE:

A. Jim Collis 17346 - Holmes Drive., Brookings, OR 469-3678

B. Jack Watrous The Cove Brookings, OR 469-0705

C. Jan Norwood P. O. Box 1396, Brookings, OR 469-4909



Signature—My signature confirms my knowledge
this document will be presented to the City Council
and news media and become public information.

Date

1/14/04

1. I intend to donate voluntary services for the City of Brookings (hereinafter "City") as follows:
Budget Committee Member

2. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
3. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.
4. I agree that such volunteer services will be donated to the City at times other than my regular work hours.
5. I release the City from all matters relating to voluntary service by the undersigned, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from this voluntary service.
6. I release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of voluntary services set forth above.

Signed voluntarily in the presence of the witnesses whose signatures are shown below mine.

Harold E. Thiesen 1/14/04
Date

Alta H. Thiesen 01-14-'04
Witness Date

Witness Date

CFCU

Chetco Federal Credit Union

Everything we do,
we do for **you™**

January 5, 2004

Stanley J. Baron
President / C.E.O.

P.O. Box 3000J
Harbor, OR 97415-0545
541.469.7700 ext. 1100
800.237.8064
Fax. 541.412.0440

sbaron@chetcofcu.org

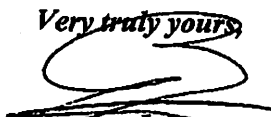
*City of Brookings
898 Elk Drive
Brookings, Oregon 97415*

Attn: Mayor Bob Hagbom

Dear Mayor Hagbom:

*I consider it both an honor and a privilege to serve on the City of Brookings
Budget Committee and wish to be considered for re-appointment. I look forward to the
opportunity to serve the city during 2004 and beyond.*

Very truly yours,


Stanley J. Baron



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - www.brookingsor.org

898 Elk Drive ♦ Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: STANLEY J. BARON Date: Feb. 1, 2001

Physical Address: 817 OLD COUNTY ROAD, BROOKINGS, OR

Mailing Address: P.O. BOX 8151 Phone: 412-7314

This is my application to serve on the following board or committee. **Check one or more:**

☐ City Council (4 year term, appointed by Council)

☐ Planning Commission (4 year term, appointed by Council)

☐ Parks and Recreation Commission (4 year term, appointed by Council)

☐ Systems Development Charge Review Board (4 year term, appointed by Council)

☒ Budget Committee (3 year term, appointed by Council)

☐ Other (Please list): _____

1. Resident of City of Brookings since: Month: 6 Year: 2000

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) Please see attached

(Continued on back)

2. Continued: _____

3. Biographical Sketch: (Education, employment, etc.) (Attach additional sheets if needed.)

B.A. - Upper Montclair State University, New Jersey

Major: Accounting

4. Please list three references:

	NAME:	ADDRESS:	PHONE:
A.	John Zia	97848 Titus Lane, Brookings	469-5285
B.	Peter Spratt	P.O. BOX 1344, Brookings	469-4119
C.	Gordon Myrah	P.O. BOX 1199, Brookings	469-0269

5.

Signature

February 1, 2001
Date



October 14, 2003

Leroy Blodgett, City Manager
City of Brookings
City Hall
898 Elk Dr.
Brookings OR 97415

Re: Proposed ODOT Amendments to the *Oregon Highway Plan* and
Implementation of Highway Segment Designations

Dear Leroy:

Thanks for taking the time with me in our phone conversation. The Oregon Transportation Commission is working with communities across the state to manage state highways in a manner that reflect both community development plans and the Oregon Highway Plan. The Commission is seeking to designate certain highway segments so that local governments, the development community and ODOT can have an increased understanding of and certainty about community development as it relates to highway management. For example, in a "Main Street" or compact downtown area where pedestrian, bicycle and transit movement is important to continued community and economic strength, that segment of the state highway is not conducive to management as a high-speed facility. The same is true for other types of community development - the highway function and the community function should be reflective of one another.

Work has already been done within ODOT to implement the Oregon Highway Plan, which includes an update of the ODOT Highway Design Manual (HDM). The HDM has new urban design standards that support both highway and community functions.

The Transportation Commission has also requested amendments to the Highway Plan to make it easier and less costly to designate the highway segments Special Transportation Areas (STAs), Urban Business Areas (UBAs), and Commercial Centers. Highway segment designations may result in more favorable design standards for local jurisdictions and, depending on the type of designation, reduced highway mobility standards and different spacing standards.

In July of this year the Commission moved to release for public review proposed amendments to the Land Use and Transportation Policy of the Oregon Highway Plan. The Commission is tentatively scheduled to take action on the proposed amendments in November 2003. At the same time that the amendments are adopted, the Commission hopes to designate by milepoint individual STAs, UBAs and Commercial Centers. The proposed highway segments will be identified on a statewide map that will then be adopted into the Oregon Highway Plan.

This work will be preceded by a public outreach effort, including working with affected local governments and other stakeholders such as the League of Oregon Cities, the Association of Oregon Counties, the ODOT Local Official Advisory Committee and the Freight Advisory Committee. This letter is the beginning of the outreach process.

Under the proposed amendments, highway segments are "lines on a map" that determine which design, mobility and spacing standards will be used in management of the segment. These designations do not call for zone changes or plan amendments but will instead be based on zoning patterns presently in place. The Transportation Commission will not designate any segments community without support from the local government. Where a community does not want the designation, the default design, lane width, mobility and spacing standards for the highway segment will continue to be effective.

The area between Pacific Ave. and even with Alder Street is a good candidate for designation as a Special Transportation Area (STA). The area between Easy Street to Pacific Ave. is a good candidate for the Urban Business Area (UBA). The Access Management plan that ODOT and the city are wrapping up will add considerable value to these designations. I appreciate your agreeing to discuss with me, the details of this proposal.

Sincerely,

Terry Harbour, Manager
Planning and Programming Unit

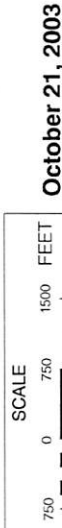
DRAFT
PROPOSED HWY. SEGMENT DESIGNATION
BROOKINGS, OREGON

PREPARED BY:
OREGON DEPARTMENT OF TRANSPORTATION
TDD - GIS UNIT

FUNCTIONAL CLASSIFICATION

STATE	OTHER
INTERSTATE	PRINCIPAL ARTERIAL
MINOR ARTERIAL	URBAN COLLECTOR / RURAL MAJOR COLLECTOR
MINOR COLLECTOR	LOCAL ROAD

STA
UBA



October 21, 2003



Frequently Asked Questions about Oregon Highway Plan Segment Designations

What are “Highway Segment Designations?”

Highway Segment Designations (HSDs) were adopted as part of the Land Use and Transportation Policy 1B of the 1999 Oregon Highway Plan (OHP). There are three segment designations: Special Transportation Areas (STAs), Urban Business Areas (UBAs) and Commercial Centers. These Highway Segment Designations were developed with the objective of working with local governments to support planning for more livable community development patterns.

A segment designation is an amendment to the Oregon Highway Plan Map, identified by milepoint. Segments vary in length from the street entrance to a Commercial Center, to a short (1/4-mile +/-) segment for STAs, to a longer segment for Urban Business Areas.

A highway segment designation alters the design and management of the state highway within the segment. For example, if an STA is designated on a Regional highway, then the standards for STAs supporting slower speeds, on-street parking and reduced lane widths will apply rather than the standards for Regional highways. Designations also change the mobility standards and access management spacing standards in many situations.

What does a Highway Segment Designation look like?

STAs, UBAs and Commercial Centers look different from one another depending upon the community function of the segment. STAs support compact, mixed-use development. UBAs support nodal commercial development patterns and Commercial Centers support large commercial and retail centers or nodes. While each may look and function differently, they have several important similarities: all three need a strong local street network to support the designation, and they have all been developed with an eye to increased transportation safety and smooth traffic flow. The following information lists the purpose and characteristics of each of the segments:

Special Transportation Areas (STAs) look like traditional “Main Streets” and are applied to areas of existing or planned downtown, business district or community centers that are generally located on both sides of a state highway. The objective of an STA is to balance through traffic with the need for local access and circulation so that the segment works from many points of view: safety, pedestrian activity, smooth traffic flow and economic strength. STAs have some, if not all, of the following characteristics:

- Buildings spaced close together and located adjacent to the street with little or no setback;
- Sidewalks with ample width located adjacent to the highway and the buildings;
- Mixed uses;
- A well-developed parallel and interconnected local roadway network;
- On-street parking or shared, general purpose parking lots which are located behind or to the side of buildings;

- Streets designed for ease of crossing by pedestrians;
- Public road connections that correspond to the existing city block – private driveways are discouraged;
- Adjacent land uses that provide for compact, mixed-use development;
- Infill and redevelopment;
- Well-developed transit, bicycle and pedestrian facilities, including street amenities that support these modes;
- Posted speeds of 25 mph or less.

Urban Business Areas (UBAs) recognize existing areas of commercially zoned lands where automobiles continue to play an important role in economic activity. Traditionally referred to as “strip development”, Urban Business Areas offer planning opportunities for development and redevelopment in a more compact, nodal manner that supports safety, transit and vehicular and pedestrian access. UBAs are where most new development will occur and are therefore an important transportation and planning tool for both ODOT and local governments. UBAs have the following characteristics:

- Businesses and buildings clustered in centers or nodes for new development and where possible as redevelopment occurs;
- Consolidated access for new development and where possible as redevelopment occurs;
- Removal of impediments to inter-parcel circulation (e.g., remove concrete barriers between abutting businesses;
- Intersections designed to address the needs of pedestrians and bicyclists;
- Bicycle lanes, sidewalks, crosswalks, or other bicycle/pedestrian accommodations to address safe and accessible pedestrian movement along, across and within the commercial area. These may include stop signs, traffic signals and medians designed to serve as pedestrian refuges;
- Provisions for good traffic progression;
- Efficient parallel local street system where arterials and collectors connect to the state highway;
- Provision of transit stops including van/bus stops, transportation demand management or other transit where available.

Commercial Centers are larger, regional commercial and retail centers or nodes with limited access to the state highway. The highway segment designation for a Commercial Center is the link to a road or driveway that forms the entrance to the center. Commercial Centers are meant serve both regional and local commercial and retail needs while maintaining through-traffic mobility. Commercial Centers have the following characteristics:

- Clustered, large-scale development with generally 400,000 square feet or more of gross leasable area or public buildings;
- Commercial or mixed commercial, retail and office activities that may also include multi-family residential and public uses;
- The majority of the average daily trips to the center originate in the community in which the center is located;
- A high level of regional accessibility;

- Clustered buildings with consolidated access to the state highway rather than developed along the highway with multiple accesses;
- The center has convenient internal circulation including provisions for pedestrians and bicyclists. These include bicycle lanes, sidewalks, crosswalks, or other bicycle/pedestrian accommodations to address safe and accessible pedestrian movement along, across and within the commercial center.
- Provisions of transit stops including van/bus stops, transportation demand management or other transit where available;
- Shared parking;
- Connections to the local road network.

How are Expressways different from Highway Segments?

The difference between Expressways and Highway Segments is administrative in nature - Expressways are technically a subcategory of the Statewide Classification System while Highway Segments are an overlay to the Statewide Classification System. The result of either an Expressway classification or a Segment designation is the same - standards different from the underlying classification are applied. At a policy level Expressways and Highway Segments are different sides of the same transportation coin. Expressways strengthen the through traffic and freight mobility function of the state highway system while Highway Segments support the livability function of communities located on the state highway system. "Livability" includes a strong transportation component that results in a balance between pedestrian, transit and automobile access on one hand and safety and mobility on the other.

What is the purpose of Expressways and Highway Segments?

State highways in Oregon are classified as Interstate, Statewide, Regional or District. As motor vehicle use has increased, with additional pressure on state and local transportation systems, the State Highway Classification System needed more flexibility. It needed a way to maintain the safety, mobility and viability of the state transportation system while also considering the community development needs of the cities and towns through which state highways are located. For example, many communities want to protect and reinvigorate existing Main Streets while other cities feel the crunch of congestion and want additional support for limited access, higher-speed facilities. Without sufficient highway design flexibility, the result has been an increased need for design exceptions, a time-consuming and sometimes frustrating process. Expressways, STAs, UBAs and Commercial Centers were developed to address this need for increased flexibility.

Where can we find the new "standards" used to implement Highway Segments and Expressways?

There are several sources of information that either establish revised standards or supply information on highway segment designations. These include:

- ♦ **The ODOT Highway Design Manual.** The HDM has been updated with a new Urban Chapter that develops standards for STAs, UBAs, Commercial Centers and for Urban Highways. The HDM supports and is consistent with the Highway Plan and balances federal, state and local considerations.
- ♦ The HDM is located at:
<http://www.odot.state.or.us/techserv/engineer/pdu/Highway%20Design%20Manual/Highway%20Design%20Manual.htm>
- ♦ **Proposed revisions to Division 51 Access Management Rule** are located at:
http://www.odot.state.or.us/tdb/planning/access_mgt/OAR_Revision/revisions.htm
- ♦ **Oregon Highway Plan Mobility Standards**, located on pages 68 and 69 at:
<http://www.odot.state.or.us/tdb/planning/>
- ♦ **The ODOT Planning Website** which contains the proposed amendments to the Land Use and Transportation Policy of the Oregon Highway Plan, located at:
<http://www.odot.state.or.us/tdb/planning/>

What is the benefit to my community of designating highway segments?

A separate sheet has been prepared to address the question of benefits and advantages of Highway Segment Designations. For details, please see the paper titled "Advantages of Highway Segment Designations. In brief, the benefits consist of:

- ♦ More local influence over decision making on state highway facilities;
- ♦ Increased design flexibility;
- ♦ Fewer planning and administrative requirements for designation.

Why is the Oregon Highway Plan being amended?

ODOT and local governments have successfully worked together to improve the land use and transportation connection in communities throughout Oregon. However, since adoption of the Highway Plan in 1999 there have been no formal designations of STAs, UBAs or Commercial Centers. The Oregon Transportation Commission sees the designation and mapping of these highway segments as very important planning tools for local governments and the development community, as well as for ODOT. The Commission has given direction to ODOT staff to make necessary changes to the OHP Land Use and Transportation Policy that will result in a timely and efficient highway segment designation process.

The 1999 OHP required management plans for all STA designations. This requirement was too burdensome and costly for many local jurisdictions, particularly when the characteristics of an STA already existed or when the local planning work had already been accomplished. Amendments to the OHP now make management plans a requirement only on designated OHP Freight routes or on Metro/MPO RTP Freight routes. This change will allow STA designation for numerous communities across the state without lengthy and costly planning and administrative processes. Other language amendments were centered around simplifying

and clarifying ODOT policy on land use and transportation, including designation of Urban Business Areas and Commercial Centers.

Advantages to Local Governments of Highway Segment Designations

◆ More involvement in decision making on state highway facilities

- The designation of Special Transportation Areas, Urban Business Areas and Commercial Centers means that the highway segment will be managed more in line with a community's vision and plans. As communities develop, the mutual understanding of how management of the highway interrelates with land use planning will be of benefit to both local government and ODOT planning and project development.
- State highways are classified as District, Regional, Statewide or Interstate. These classifications determine what design standards are used for lane widths, on-street parking, access and mobility. The classifications by themselves are not refined enough to address the increasing attention being paid to sound community development and transportation planning and design. The 1999 Highway Plan refined these major classifications by adding highway segment designations that allow use of different standards and design treatments in urban areas ("urban" being defined as within urban growth boundaries). Highway segment designations were developed along with the new Urban design standards in the updated ODOT Highway Design Manual. These refined standards support the type of development identified in many community plans including reduced speeds, safe and convenient pedestrian, bicycle and transit use and in many cases reduced lane widths.

◆ Increased design flexibility

- The recently updated Oregon Highway Design Manual (HDM) contains a new chapter on Urban Design (Chapter 8) that adopts design standards more reflective of urban development patterns. The increased flexibility offered by the Highway Design Manual, particularly for STAs, can result in reduced need for design exceptions, although designs not meeting the new HDM will still require a design exception.
- New urban standards for STAs reflect opportunities for wider sidewalks, reduced speeds, on-street parking and in many cases narrower lane widths.
- New standards for Urban Business Areas and Commercial Centers reflect design opportunities to meet accessibility needs to adjacent properties while maintaining existing traffic speeds for through traffic.

◆ New Streamlined Designation Process

- The proposed amendments benefit communities by making designation of highway segments much easier, faster and less costly. Management plan requirements have been eliminated except for designations on OHP Freight Routes or Metro/MPO freight systems. The only requirement for STAs is that existing plans (transportation system plan, comprehensive plan, downtown plan or other plan) identifies a particular area(s) as a compact, mixed-use downtown (Main Street). For Urban Business Areas and Commercial Centers, the plan should not prohibit or discourage development or redevelopment of commercial areas in ways more reflective of the Oregon Highway Plan.
- The Department also needs the support of your jurisdiction since ODOT will not make unilateral designation decisions. If your community does not want to designate a highway segment (s), the existing highway standards will remain applicable.

December 22, 2003

Downtown speeds going down

A new ODOT designation will likely allow the city to lower limits to 25 mph

By Bill Choy
Ashland Daily Tidings

A new Oregon Department of Transportation designation, which will allow cities to slow traffic on main streets that double as state highways, will include Ashland in the mix.

Public Works Director Paula Brown said the city hopes to designate the couplet from Lithia Way at E. Main Street and Main Street from Siskiyou Boulevard north to Maple Street as a Special Transportation Area.

This will allow Ashland to be eligible for different funding mechanisms for road improvements and to reduce the speed limit in certain areas.

ODOT is expected to approve an initial round of designated sites at its January meeting. Brown said she expects they will approve Ashland since they first approached the city.

The new designation will occur in about 50 cities throughout the state.

The Ashland City Council approved the designation at its meeting last week.

"It allows us some flexibility," Brown said. "It will allow us to do improvements in downtown that previously, ODOT would have to accept first... It gives the city a little more say on a stretch of road that is more important to us than to ODOT."

The new designation will give the city more control in design, traffic speed, traffic calming, pedestrian improvements and similar urban standards.

Brown said the speed limit through downtown will most likely be reduced from 30 mph to 25 mph.

She said there has been too many fatal accidents where a vehicle hits a pedestrian in downtown over the years and the city hopes a speed reduction will help limit the dangers.

"We want to slow it down because it will benefit the public," Brown said.

Brown was grateful to ODOT for giving cities more say.

"They realize there's a need for streets that go through a town to be run like a downtown street and not a state highway," she said.

A Special Transportation Area plan typically includes the following elements, according to ODOT:

- goals and objectives reflecting the community's vision for its main street;
- clearly defined boundaries for the STA;
- design standards, including mobility standards, signal locations, and street treatment;



Satsuki Doi | Ashland Daily Tidings

Pedestrians cross East Main Street this weekend amid a steady stream of oncoming cars. A safety designation from the Oregon Department of Transportation should make crossing safer.

- strategies for addressing freight and through traffic;
- parking strategies addressing on-and off-street and shared parking;
- planning provisions that result in compact, pedestrian-friendly development;
- provisions for a network of streets for pedestrian, bicycle and motor vehicle routes.



City of Brookings Planning Commission

Commissioner Randy Gorman, Chair

Commissioner Mickelson (resigned December 2002)

*Replaced by Commissioner Smith

Commissioner Cofrances (resigned July 2003)

*Replaced by Commissioner Gilmore

Commissioner Fritz (resigned August 2003)

*Replaced by Commissioner Dundum

Commissioner Collis

Commissioner Freeman

Commissioner Nishioka

Annual Report for 2003

The Planning Commission was very busy this year with 12 regular public hearings plus 4 special meetings: a special meeting was held for Bruce Brothers final map, a meeting with the Department of Parks and Recreation for the *Harris Beach State Park Master Plan*, a study session with City Council with Borax representatives, and a work study session to review regulations of Section 132, parking of RV's, boats, and trailers in residential districts.

The Planning Commission heard 60 requests at 12 regular meetings during 2003:

Minor Partitions	2 creating 5 lots
Subdivisions	8 creating 91 lots
Conditional use permits	11
Minor changes to conditional use permits	4
Zone change	4
Land Development Code change	5
County Referrals	9
Variances	5
Extensions	2
Final Map	10

The Planning Commission reviewed and recommended approval of a new zone district titled Master Planned Development (MPD) zone to the City Council.


Recommendations:

- The Council Chambers PA system is in dire need of replacement. The feedback is very disruptive during meetings, as well as for the people trying to watch from their homes.
- The Commission's recommendation to have regularly scheduled bi-annual meetings with the City Council and Planning Commission, and perhaps the Parks and Recreation Commission, and other concerned citizens. The meetings would be beneficial to keep everyone updated on current events, and projects.
- The Commission would like to request another seminar to stay updated with state and local code changes, and a review of procedures.
- Sidewalk concern on 5th Street between Easy Street and Limbaugh Way. Currently there is no sidewalk. Pedestrians have to walk on the roadway and react quickly to avoid cars. This is a particular concern during the school year when children have to use the roadway. Curb and gutter exists sporadically on Fifth Street. Finishing the walkway would be safer for pedestrians.
- The Commission and citizens are very concerned about traffic safety from Dawson Road to Easy Street. It was recently expressed at our meeting that as we continue to approve subdivisions in that area, we need to look at traffic safety. We will be setting up a Hwy.101 Corridor committee.
- The following was included in the *2002 Planning Commission Report*: It is felt the *S-curve* located at the junction of Dawson Road and US 101 is a serious safety hazard and needs to be improved. *A survey was completed on the number of homes with families (157) with 6,000 square feet or greater non-dividable parcels; 61 lots with no homes; non-dividable 15.53 acres with homes that appear dividable to 57 lots; 11 parcels totaling 9.13 acres with the capabilities to divide into 42 lots; 4 homes now under construction, and one existing church. This results in a potential of 321 homes with families using one road to US 101. We are aware this is the only street/access to schools, shopping and medical services for these families. One of our commissioner's has stated "it is impossible to stay on the right side of the road should a concrete mixer or dump truck be traveling in the S-curve on Dawson". Should an accident occur with the heavy usage, it could block the road for hours. The Commission would like the City Council to take affirmative action to correct a potentially serious, and dangerous condition.
*NOTE: Since the survey, four (4) more subdivisions have been approved for this area.

As you can see from our report, 2003 was a very busy year for the Planning Commission.

A special *thanks* to the Planning Department for providing us with the packets in a timely manner. This helped us to make the best decisions for our great community

Respectfully submitted,


Randy Gorman,
Planning Commission Chair

CITY OF BROOKINGS



STAFF REPORT

Date: January 16, 2004

To: Mayor Hagbom & City Councilors
From: Leroy Blodgett, City Manager
Cc: City Commission and Committee Members

Subject: 2003-2004 Council Goals Progress

In February 2003 City Council held a half-day work session to develop goals for the 2003-2004 fiscal year (July 1 – June 30). Near the beginning of each calendar year goals are adopted for the next fiscal year so they may be considered during development of the annual budget which is adopted in June. Below is a report outlining the progress made on each of the goals after six months.

CITY GENERAL SERVICES

- Develop a master plan for City Hall and Public Safety Facilities
- Acquire a site for a new City Hall

These two goals are closely related and dependant on each other. A couple sites had been identified for a potential location in downtown for a new City Hall. However, city staff has been unsuccessful acquiring or obtaining an option on either site. In December the City retained the services of Crow, Clay & Associates (an architectural firm from Coos Bay) to prepare preliminary design and cost estimate for a new City Hall on our existing site. Actually, there will be two preliminary designs and cost estimates. One will be for a new facility on the existing site and the other to remodel and expand the existing building.

- Create a staff position of Economic & Urban Development

This goal is complete. A job description was approved by city council, job announcement made in spring of 2003 and the position filled in August, 2003. Ed Wait was hired for the position. Ed was the Regional Business Officer for the State of Oregon Economic & Community Development Department. The region he served included Coos, Curry and Douglas counties.

- Install equipment & GIS software for infrastructure mapping

Community Development Department staff has attended GIS training session, equipment & software has been purchased and delivered, and software should be installed by March 2004. Once the equipment and software is installed there may be a need for additional training.

URBAN RENEWAL/DOWNTOWN DEVELOPMENT

- Construct a Community/Performing Arts Center in the downtown area

Early in 2003 city staff submitted a grant application to the State of Oregon Community Incentive Fund program. We were later notified that the grant request for \$700,000 was approved. However, during the legislative session funding for the Community Incentive Fund was eliminated. So, even though we had approval for the grant they had no money. Staff continued to pursue this project with attempt to acquire property. This too was unsuccessful when property owners were unwilling to sell or even consider an offer for their property. There also did not appear to be as much public support for this project as we initially thought. Staff suggests this project be put on hold until there is more support, funds and property available.

STREET IMPROVEMENTS

- Construct Hassett Street connection from Fifth Street to Seventh Street

The city engineer is scheduled to conduct a survey in the next 60 days for the proposed street connection. Once the survey is complete a preliminary design and cost estimate will be prepared. Actual construction of the street is unlikely before the end of the 2003-2004 fiscal year. The project will require acquisition of property and some property owners have expressed objection to the street. Depending on cooperation of the property owners and available funding construction could possibly begin in the 2004-2005 fiscal year.

- Develop a program to repair, replace and/or install sidewalks.

Improvements on a portion of Fifth Street and at the intersection of Elk and Fern are scheduled to begin soon. Both projects include new sidewalks. However, there has not been progress on a specific program regarding sidewalks. Staff will work on this project and hope to have at least some progress by the end of the fiscal year.

PARKS DEVELOPMENT & IMPROVEMENT

- Decide future of the swimming pool facility

There has not been any progress on this project. There is approximately \$50,000 in reserves for resurfacing the pool. This does not bring the pool up to current code or have anything to do with a cover. A meeting of the Swim All Year (SAY) committee needs to be scheduled to make a recommendation on the future of the pool.

- Create a Park District

There has been no progress with this project. This will require a lot of work including, determining the boundary of the district, its purpose, develop a budget and tax rate and a number of legal requirements. It will also require a vote of the residents within the proposed district. In fact, staff does not intend to move forward until more direction is given from city council. This is the type project that really needs a lot of public input and support.

- Upgrade play equipment in Easy Manor Park.

This project will begin in early spring and we hope to finish by the end of the fiscal year.

- Improve park security

Security lights have been installed at Azalea Park near the band shell, tool shed and parking lot. Patrol of the parks has been increased and vandalism has seemed to decrease. We have explored the possibility and may install security cameras if vandalism increases.

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
January 12, 2004 7:00 p.m.**

I. Call to Order

Mayor Bob Hagbom called the meeting to order at 7:02 p.m.

II. Pledge of Allegiance

Led by Mayor Hagbom

III. Roll Call

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilors Frances Johns Kern and Craig Mickelson, a quorum present (one position vacant).

Council Absent: None

Staff Present:

City Manager Leroy Blodgett and Administrative Secretary Linda Barker

Media Present: Curry Coastal Pilot Reporter Donald Allison

Other: two other citizens

IV. Ceremonies/Appointments/Announcements

A. *Appointments*

- 1. *Oregon Coastal Zone Management Association Representative***
As a result of Larry Curry's resignation from the Council Councilor Dentino was appointed as the Brookings representative to the Oregon Coastal Zone Management Association.

Mayor Hagbom reported Councilor Mickelson was appointed to Coos Curry Douglas Business Development Corporation by the Curry County Commissioners.

V. Scheduled Public Appearances

- A. *Terry Harbour, ODOT—Special Transportation Area***
Earlier in the day Harbour let the City know that he was ill and could not be at this meeting. He will be scheduled for a later date.

VI. Oral Requests and Communications from the Audience

- A. *Committee and Liaison reports***

1. Council Liaisons

Councilor Mickelson attended newly-appointed Sheriff Mark Metcalf's swearing in ceremony in Gold Beach January 2, and a Coos Curry Douglas Business Development Corporation meeting on January 8, also in Gold Beach. He attended the Chamber of Commerce mixer held at Emerald Coast Estates on January 9.

Councilor Johns Kerns will be attending the Curry County Recycling Committee meeting January 18. The group has not met for the past two months.

Councilor Dentino conducted the Community Agencies meeting January 7 and attended an OCZMA meeting in Lincoln City January 9.

The Council will appoint Council liaisons for 2004 after the new Councilor is seated.

B. Unscheduled

None

VII. Staff Reports

A. Finance Department

1. Budget Calendar and Budget Officer for Fiscal Year 2004/2005
Budget

City Manager Blodgett recapped a request from the Finance Department to set a Budget Calendar for Fiscal Year 2004-2005 and to appoint Finance Director Paul Hughes as Budget Officer. Blodgett said budget work sheets will be given to Department Heads at their staff meeting January 13 to begin the budget process. A Council goals setting session is scheduled for January 31 with adoption of new goals in February. He then read the dates listed on the proposed Budget Calendar and recommended their adoption.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to adopt the Fiscal Year 2004-2005 Budget Calendar as presented and appoint Finance Director Hughes as Budget Officer.

B. City Manager

1. Chinese New Year—request for closure of Cottage Street
Blodgett said the City had received a request from George and Letty Lee to close a portion of Cottage Street to hold their annual Chinese New Year celebration. The city has permitted this for a number of years. The request included permission to set off a

controlled line of firecrackers in conjunction with the celebration. Both the Fire Chief and the Police Chief reviewed the request and had no opposition with it.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to grant permission to George and Letty Lee to close a portion of Cottage Street on January 24, 2004, weather permitting, or alternate dates of January 31 or February 14 or 21, beginning at 11:30 a.m. and to allow them to set off a controlled line of firecrackers during the Chinese New Year Celebration.

2. *Disposal of surplus equipment*

Blodgett said the City owns five vehicles that are no longer used and requested approval to dispose of them. Three vehicles are old police cars, one a staff vehicle and the fifth a fire department rescue vehicle. It is proposed the vehicles be donated or sold to other agencies, traded for body work needed on another police vehicle, or sold to the highest bidder or salvaged if no bidder comes forth. A list of the vehicles to be declared surplus is attached and made a part of these minutes.

Councilor Dentino moved, a second followed, and the Council unanimously voted to declare five vehicles as surplus and approve their disposal as recommended.

3. *Other*

Blodgett said he will attend the LOC Board of Directors meeting next week.

VIII. Consent

- A. *Approval of Council Meeting Minutes of December 22, 2003, Regular Council meeting*
- C. *Approval of Vouchers for month of December, 2003 (\$200,786.22)*

Councilor Mickelson moved, a second followed, and the Council voted unanimously to approve the Consent Calendar as presented.

IX. Remarks from Mayor and Councilors

A. *Council*

Councilor Dentino said he had received notice that LOC's General Government Committee will be meeting this year and he will be attending those meetings in February, May and October.

B. Mayor

Mayor Hagbom reported the City again has a staff car that can be used for travel to meetings, training and events. Mileage reimbursement has increased to 37½¢ a mile from 36¢ last year when a personal vehicle is used for city business. City Manager Blodgett said the Council had passed a Resolution to set mileage reimbursement rates equal to the federal rate. Hagbom urged the Council and staff to use the staff car whenever possible, saving the City money.

Hagbom said there will be an update on the current Council goals before the January 31 goal setting session. He said major projects that are facing the City include 1) a hospital and working with state lands to secure land for its placement; 2) the Couplet or other ODOT solution to traffic congestion; and 3) Borax and the Borax development.

City Manager Blodgett added that the Chamber of Commerce's Business Outlook Conference is January 27. Council can make reservations for the conference through his office.

X. Adjournment

With no further business before it, by unanimous voice vote, the Council adjourned the meeting at 7:18 p.m.

Respectfully submitted:

Bob Hagbom
Mayor

ATTEST by City Recorder this ____ day of _____, 2004.

Paul Hughes
Finance Director/City Recorder

Equipment approved by City Council January 12, 2004, to be declared surplus

Department	Year	Make & Model	Mileage	Condition	Disposal Recommendation
Police	1996	Ford Crown Victoria	56,100	Engine Blown, Rear quarter damaged	Trade for body work of equal value needed on another police vehicle.
Police	1992	Ford Crown Victoria	110,750	Fair Condition, shift column needs work	Donate to Port of B-H to use as a security vehicle
Police	1995	Ford Crown Victoria	151,261	Poor Condition, some parts missing, will not run now	Offer to sell as-is to highest bidder. (may end up being salvaged)
Administration	1990	Chevrolet Corsica	??	Poor Condition - will not start, windshield leaks, trunk leaks	Offer to sell as-is to highest bidder. (may end up being salvaged)
Fire	1985	Ford E350 Rescue Vehicle	??	Fair Condition - was used until replaced with another 1985 Rescue Vehicle in better condition	Offer the vehicle to Ophir Fire Dept. for \$1,000 (they have expressed a strong interest in doing so)

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
December 2, 2003**

Chair Randy Gorman called the regular meeting of the Brookings Planning Commission to order at 7:00 p.m. in the Council Chambers at Brookings City Hall on the above date with the following Commission members and staff in attendance.

Commissioners Present:

Jim Collis	Randy Gorman
Bob Gilmore	Bruce Nishioka
Ted Freeman	

Commissioners Absent:

Bill Dundom
Bill Smith

Staff Present:

John Bischoff, Planning Director
Cathie Mahon, Community Development Secretary

Media:

Curry Coastal Pilot reporter, Brian Bullock

Other:

Councilor Mickelson
Approximately 6 citizens in the audience

CHAIRPERSON ANNOUNCEMENTS

None.

MINUTES

By a 4-0-1 vote, the Planning Commission (motion: Commissioner Gilmore; Commissioner Freeman abstained due to not being present at the meeting) approved the minutes as amended from the November 4, 2003 meeting.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

None.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON WRITTEN REQUESTS AND COMMUNICATIONS

1. By 5-0 vote, (motion: Commissioner Gilmore) the Planning Commission moved to continue the request for an extension of File No. CUP-8-02, due to the absence of the applicant failing to appear. The motion was amended to specify, continued to the next public hearing, January 6, 2004.

2. By a 5-0 vote (motion: Commissioner Gilmore) the Planning Commission approved the request for an extension of one year; File No. **SUB-5-02**, an application for a subdivision to create 11 lots on a 3.47 acre parcel; located on the west side of Parkview Drive and the east boundary of Harris Beach State Park; Assessor's Map 40-13-31, Tax Lots 800 and 803; R-1-6 (Single-family Residential) zone; Mike Maher, applicant; Jim Capp, representative.

The action was taken following questions and comments regarding the request from the following:

Rex Atwell

17169 Parkview Drive

Brookings, OR

Jim Capp, representative

P. O. Box 2937

Harbor, OR

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 5-0 vote (motion: Commissioner Freeman) the Planning Commission moved to continue File No. **CPZ-4-03**, an application for a Comprehensive Plan and zone change involving four tax lots; Assessor's Map 40-14-36 A; Tax Lots 200, 301, 400, and 401; located at 96707 East Harris Heights Avenue; Edward Hewitt, applicant. Neither the applicant nor his representative appeared at the public hearing. The request will be heard at the January 6, 2004 public hearing.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

1. By a 5-0 vote (motion: Commissioner Gilmore) the Planning Commission will send a favorable recommendation to Curry County; File No. **CR-CPZ-0301**, a request for a zone change from R-2 (Two-family Residential) zone to C-1 (Light commercial) county zone; for the purpose of expanding an existing RV Park in the C-1 portion of the property; located at 97748 N. Bank Chetco Road; Assessor's Map 41-13-05 A, Tax Lot 1601; Alan Murray, applicant.

UNSCHEDULED PUBLIC APPEARANCES

Rex Atwell approached the podium to discuss his concerns about the construction projects on Parkview Drive. He expressed several times this year water was turned off without notification, the road has several plates over the trenches, garbage and trash are scattered around the construction areas, and the road is bumpy. He concluded there is no consideration by the building contractors to clean-up the area. He submitted 12 photographs for the record to illustrate the piles of debris at the building projects on Parkview, logs piled along side the road, and areas where excess asphalt was dumped after roadwork.

REPORT OF THE PLANNING DIRECTOR

Planning Director Bischoff reported on some of the decisions made at the November 24, 2003, City Council meeting:

- The appeal concerning the encroachment of the berm located on Wharf Street, File No. **APP-4-03**, was overturned with the following condition:
 - Any encroachment or modification to the "berm" shall first be designed by a certified engineer and include an opinion of an expert in air flow that concludes that the encroachment of modification shall not degrade existing odor control or visual impact of the WWTP. Engineered design of any proposed encroachment or modification to the "berm" shall be reviewed by the City Engineer and a recommendation made to the Site Plan Committee for consideration.

- Final approval for File No. CZ-1-03, a zone change from R-2 (Two-family Residential) to R-3 (Multiple-family Residential), located at 1038 Chetco Avenue, Jerry Norman, applicant.

Planning Director Bischoff reported a 25 foot tree was placed by the downtown parking lot, beginning the City's holiday celebration. He concluded his report by stating there is discussion about the possibility of the county giving Parkview Drive to the City.

There was a 3-minute break from 8:07 p.m. to 8:10 p.m. The meeting resumed with the same five members present.

PROPOSITIONS AND COMMISSIONERS COMMENTS:

2003 Annual Report:

The Commission discussed the draft copy of the 2003 report for City Council. The final copy will be presented for approval at the January 6, 2004 meeting.

Election for Chair and Vice-Chair for 2004:

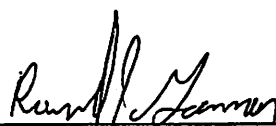
Commissioner Freeman moved to nominate Commissioner Gilmore for Chair and Commissioner Collis for Vice-Chair. Both positions were unanimously approved. Chair Gorman congratulated both commissioners.

ADJOURNMENT

With no further business before the Planning Commission, the meeting adjourned at 8:38 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION



Randy J. Gorman, Chair